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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

FROM : Acting Chief, Procurement Division

SUBJECT: Weekly Activity Report

DATE: 7 May 1953

1. General:

- a. Shopping List (continued item): "No change" has occurred since the report of review of the list made by this Division on 9 April 1953.
- b. [REDACTED] Portion of Shopping List (continued item): No change.
- c. [REDACTED] (new item): No change.
- d. [REDACTED] (new item): Satisfactory trial run was had on 5 May 1953. This [REDACTED] is now ready for shipment pending 25X1A receipt of instructions from Transportation Division.

2. Projects:

- a. Procurement Regulations (continued item): Progress in the drafting of these regulations continues. During the past week three "Major Topics" were completed and forwarded for review. In addition one Major Topic which had been returned was revised and resubmitted.

3. Other Items of Interest:

a. Status of Requisitions:

(1) The schedule for each Contract Negotiator and the Contract and Purchase Order Branch summaries are attached.

(2) Status of requisitions for this Division:

	Special Purchase	Military Purchase	Contract Branch	Pur. Order Branch	Total
Brought fwd.	10	25	118	227	380
Received	33	26	12	231	302
Completed	34	22	14	221	291
Pending	9	29	116	237	391

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4. Special Problems:

a. Vacancies in T/O (continued item): The increased workload for the end of the fiscal year intensifies the problem of the continued vacancies in five Clerk-Steno positions.

b. [REDACTED] (continued item): No change. 25X1A

c. Contract Branch Workload (continued item): The volume of workload on hand has been improved slightly. This is due to overtime worked by a large percentage of Contract Branch personnel last Saturday.

5. Major Objectives:

a. Special Stock Account No. 2 (continued item): The audit by personnel of Auditor-in-Chief continues. 25X1A

b. [REDACTED]

25X1A

for [REDACTED]

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